

CLASS TITLE: COMMUNITY LIVING AIDE

Class Code: 02153200

Pay Grade: 14A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of routine duties in the care, treatment and custody of the mentally retarded in a community-based setting; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior and of approved specialized professional staff; work is subject to review in process and upon completion for conformance to established policies and procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of routine duties in the care, treatment and custody of the mentally retarded in a community-based environment.

To perform and document active treatment programs under plans of care prepared by specialized professional staff, including activities in physical, occupational and speech therapy, recreation, socialization, self-help skills, personal hygiene, and psychological assistance.

To perform routine housekeeping and cleaning tasks in a homelife situation, including vacuuming, dusting, bedmaking, and purchasing, care, and upkeep of clothing.

To purchase, store and maintain appropriate food stocks and supplies, and to prepare, cook and serve nutritious balanced meals; to clean cooking utensils, eating implements, and dining area in accordance with established sanitation guidelines.

To perform routine treatment and administer medications under the jurisdiction of a licensed professional.

To drive sedans and vans in order to transport clients into the community.

As required, to perform routine liaison functions in order to facilitate communication between clients, family, and members of the community.

To assist and participate with clients in utilizing appropriate recreational facilities and activities.

To instruct clients in everyday home living situations, including housekeeping, laundry, cooking, and utilization of facilities.

To promote the clients' successful assimilation into community living facilities, and to instruct clients in the optimum utilization of community-based resources.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices, and methods used in a community-based program of care, custody and development of the mentally retarded; a working knowledge of the housekeeping and sanitary procedures required in a community-based living facility; the capacity for understanding and dealing with the various problems of the mentally retarded; the ability to implement and document specific care programs and treatments as developed by professional specialists; the ability to establish and maintain effective working relationships with superiors, clients and their families, and members of the community; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a habilitative service involving responsibility for assisting in the care, custody and guidance of retarded people.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must be capable of performing, with or without reasonable accommodations, the essential duties as evidenced by a physician's certificate. Must have a driver's license to transport clients in vehicle assigned.

Class Revised: July 24, 1994

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